

CHAPTER 22. COURT EXECUTIVE OFFICER

22.1 Duties of Court Executive Officer

A majority of the judges may appoint a Court Executive Officer who shall serve as Clerk of the Court.

Pursuant to the authority granted the court by rule 6.610 of the California Rules of Court, the executive officer under the direction of the presiding judge:

- a. *(Personnel)* Provide General direction to and supervision of the employees of the court, and draft for court approval and administer a personnel plan for court employees that complies with rule 6.650. The court executive officer has the authority, consistent with the personnel plan, to hire, discipline, and terminate non-judicial employees of the court.
- b. *(Budgets)* Make recommendations to the presiding judge on budget priorities; prepare and implement court budgets, including accounting, payroll and financial controls; and employ sound budget and fiscal management practices and procedures to ensure that annual expenditures are within the court's budget.
- c. *(Contracts)* Negotiate contracts; on behalf of the court, in accordance with established contracting procedures and all applicable laws.
- d. Supervise and employ efficient calendar and case flow management, including analyzing and evaluating pending caseloads and recommending effective calendar management techniques;
- e. Analyze, evaluate and implement technological automated systems to assist the court;
- f. Manage the jury system in the most efficient and effective way;
- g. Plan physical space needs and purchase and manage equipment and supplies;
- h. Act as a clearinghouse for news releases and other publications for the media and public;
- i. Create and manage uniform record keeping systems, collecting data on pending and completed judicial business and the internal operation of the court, as required by the court and the Judicial Council of California;

- j. Identify problems, recommend procedural and substantive changes to the court;
- k. Act as liaison to other government agencies;
- l. Act as staff for judicial committees; and
- m. Perform other duties as the court directs.

Eff. Jan. 1, 1999. As amended, eff. Jan. 1, 2003

22.2 County Clerk Powers, Duties and Responsibilities to be Exercised and Performed by the Executive Officer

In accordance with the provisions of Government Code section 69898, the county clerk is relieved of all obligations imposed by law in connection with judicial actions, proceedings and records, but not limited to the following:

- a. Attend all sessions of the superior court and perform duties and responsibilities of the clerk of the superior court.
- b. The filing, receipt and processing of all documents, pleading, records, minutes, orders and exhibits relating to the court's civil, criminal, mental health, juvenile court, family law, probate, adoption, conservator/guardian, Welfare and Institutions 300 calendar, appellate and related superior court calendars.
- c. Collection of fees and the processing of all documents, records, motions and pleadings regarding any civil or criminal appeal or writ proceeding.
- d. The preparation of courtroom calendars, dockets, minutes; the processing, filing and entry of court orders, findings and judgments. The entry, service, posting and publication of notice of all orders, judgments, petitions and court related documents. Calendar preparation and management of all programs for vertical case management, complex litigation and automated case management and filing systems.
- e. The issuance of process, notices and summons; entry of defaults; and acceptance for filing of confessions of judgment.
- f. All clerk functions relating to the entry, issuance processing, certification and authentication of orders, judgments, decrees, abstracts of judgment, writs, writs of attachment, writs of execution, citations, summons and subpoenas.

- g.** The preparation and maintenance of a register of action or its alternative, general indexes, plaintiff/defendant indexes in civil actions, defendant indexes in criminal actions and judgment books.
- h.** The acceptance of papers for filing regarding any appeal, the filing of briefs on appeal, the collection of fees for appeals and the preparation of clerk's transcripts on appeal.
- i.** All clerk functions for administering oaths to witnesses and impaneling juries.
- j.** The storage, archiving, microfilming and destruction of all court documents, files records and exhibits.
- k.** Courtroom clerk services, records management, central file room services and archiving.
- l.** The collection, receipt, deposit and accounting of all court filing fees, jury fees, bonds, undertakings, fines forfeitures and revenues relating to court activities.
- m.** The printing, inventory and sale of court forms and rules of court.
- n.** Arrangements for court accommodations, facilities, books, libraries, equipment and supplies.
- o.** Supervision and assignment of the work of staff serving the court in the execution of the court's business.
- q.** Provision of necessary administrative direction in the dispatch of judicial business; management of all personnel functions, facilities, procurement functions relating to the court, court filings, court records and exhibits and record archiving and storage.
- r.** Preparation and administration of all court related budgets; initiation and preparation of special statistical studies; direction of the development and analysis of statistical data.

All functions specified herein shall be performed by the court executive officer.

Eff. Jan. 1, 1999

22.3 Duties Delegated to the Executive Officer

All duties delegated to the court executive officer shall relieve the county clerk of any obligation imposed by law.

Eff. Jan. 1, 1999.

22.4 Delegation of Duties

In these rules certain duties are assigned to the court executive officer. The court executive officer may direct that those duties be performed by such subordinate employees as the court executive officer deems appropriate. Subordinate employees may be designated clerks, deputy clerks, finance officer, etc. as the court executive officer in consultation with the court's Executive Committee may direct.

Eff. Jan. 1, 1999.